

# ARGUS Enterprise

## DCF to AE: Transition Training

This one-day DCF to AE Training course is designed for the ARGUS DCF user. This training course will help you learn and get productive in ARGUS Enterprise in just one day. The course will cover the AE user interface and discuss the different modules available. The course will also demonstrate how to import a DCF 15 file into AE and audit the file for potential variances. The course will also feature best practices for using AE, functionality differences between the two programs, and highlight the value added features that users can look forward to when using AE. Learn how to model your property analysis just like DCF. Then leverage all the advanced functionality that ARGUS Enterprise has to offer.

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### Morning Session

9:00 AM – 12:00PM

- Introduction to ARGUS Enterprise
- ARGUS Enterprise User Interface
- AE Best Practices – Portfolio
- Create New Portfolio
- Portfolio Navigation Interface
- Importing DCF Files
- Property Level User Interface
- Reports to Review after Import
- Comparing DCF to AE Input Screens
- Create Property from Scratch
- Property Tab
- Revenues & Expenses
- Custom Views
- Rent Roll (Fixed Step)
- Market Leasing Profiles
- Property & Tenant Reports

### Afternoon Session

1:00 PM – 4:00PM

- Changing Rents
  - Mid-Lease Increase
  - Different Available and Start Dates
  - Retail Lease with Percentage Rent
- Space Absorption
- General Vacancy
- Detailed Recovery Structures
- Recovery Audit Reports
- Gross Up Expenses
- Investment Tab
- Valuation Tab
- Audit and Valuation Reports
- Dashboard Reports
- Filtering / Sorting / Grouping
- Property Groups
- Portfolio Level Reporting
- Sensitivity Analysis
- Analysis Tab
- Audit Log